
STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT FINANCE



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Assessment Progress Introduction

On-time property tax billing is a culmination of a year's worth of work of locally elected officials. The process can be separated into two stages: Assessment-to-Budget and Budget-to-Tax billing. Because these two stages are closely tied, delays in any of the steps in these two stages can have an affect on the timing of property tax bills.

The first step in on-time billing is timely completion of the assessment process, also known as trending, a function of the office of the county assessor. Once the county assessor has completed trending, a report called a "ratio study" is submitted to the state for review and approval. Once the ratio study is approved, the assessor submits the gross assessed values to the county auditor, who then applies deductions and exemptions to determine the final net assessed values of properties. This information is then used to determine tax rates, which translate in tax bills for property tax payers.

The following five reports contain information provided by the county to show their progress in completing the 2007-pay-2008 assessment process.

The first two separate reports are of the Real Property and Personal Property status in a particular county. They show detailed synopsis of progress made, problems or delays encountered, and goals set by the county assessor. Information provided in these reports has been taken from correspondence and conversations with county officials.

The third report is of the status for the county's seven "Data Submissions." While some datasets show a significant "Number of Days Late," there are many factors which cause delays in submission of data that are outside a county official's control. These factors include but are not limited to: prior administration's delays, computer program glitches/problems, delays in receiving required information from other locally elected officials, vendor delays and legislative changes.

The last two reports are charts showing the progress of the county as updated by the county assessor. These visual aids illustrate the timeline of the "year in the life of a county assessor" and show where the county assessor falls in their steps toward on-time tax billing. The summary version shows only the key steps required for completion before their values are submitted to the county auditor. The detailed version shows each of the specific steps and the very detailed processes involved in arriving at a county's final gross assessed values.

Because each report is very technical in nature, please feel free to visit our website at www.in.gov/dlgf/2339.htm for a glossary of terms used.

Howard County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

County Official Responsible: Jamie L. Shepherd

Date Took Office: 1/1/2007

Level of Certification received by or before November 2007: Level II

Workplan Submitted: 12/17/2007

Workplan Detail Requested by DLGF: 12/20/2007

Workplan Detail Submitted: plan to submit ratio study within few days instead

2007 Pay 2008 Ratio Study Received: 1/15/2008

Workbook Values: Received

Ratio Study Approved: 1/22/2008

Estimated Date for Completion:

1/14/08

What Work for Dataset has been Accomplished?

Working to keep 2007 sales current & finalizing 7p8 trending; Wanted to submit ratio study by 1/11/08 but are working on wrapping up & submitting 1/14/08.

Roll to Auditor?

upon approval of ratio study

Date for Splits and Combinations Entered? completed

2007 Pay 2008 New Construction Entered? completed

Date for completed 2007 Sales Disclosures entered? 3/1/2008

Date for Neighborhood Analysis? completed

Date for Sales Analysis? completed

Date for Land Valuation? completed

Date for Improvement Valuation - Cost Approach: completed

Date for Improvement Valuation - Income Approach: completed

Date for Improvement Valuation - Sales Approach: completed

Current Vendor: Ad Valorem Solutions

Vendor Contract Must Meet Statutory Deadlines?

Pay Vendor When Deadline Met or Monthly? after services are completed

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009? yes

Howard County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Assessor Real Property

Compliance Status: Pending

2008 Pay 2009 Vendor: Ad Valorem Solutions

Township Actions that Delayed County Duties:

How are Township Actions Being Resolved?

Other County Action/Documentation of Efforts:

Extending appeal deadline put them behind on completeing 6p7 work; hired two additional part-time employees to help with work load. Lots of compliance issues on Assessor Real & Personal data for many years, have since corrected. Hope to have 3p4 PP data submitted by 1/31/08. Implemented new processes to ensure accuracy and efficiency for 8p9.

Howard County Status on 2007 Pay 2008 Assessments

(Per correspondence with County Officials)

Dataset: 2008 Personal Property

Compliance Status: Pending

County Official Responsible: Jamie L. Shepherd

Date Took Office: 1/1/2007

Level of Certification received by or before November 2007: Level II

Estimated Date for Completion:

11/19/2007

What Work for Dataset has been Accomplished?

completed & submitted

Roll to Auditor?

completed

Date for 2008 Mobile Home Valuation:

Current Vendor: AS2, INC

Vendor Contract Must Meet Statutory Deadlines?

Pay Vendor When Deadline Met or Monthly?

Warned Vendor for Failure to Meet Deadline?

Vendor Contract for 2008 Pay 2009?

2008 Pay 2009 Vendor:

Township Actions that Delayed County Duties:

none at this time

How are Township Actions Being Resolved?

Strict deadlines are now being imposed on the township assessors that were not in place with the previous administration.

Other County Action/Documentation of Efforts:

Howard County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

ABSTRACT

Office - Auditor

2007

Date Data Due 3/15 of the Pay Year

Date Loaded

Number of Days Late 48

Compliance Status

BUDGETORDER

Office - Auditor

2007

Date Data Due 2/15 of the Pay Year

Date Loaded

Number of Days Late 77

Compliance Status

PARCEL

Office - Assessor

2007

Date Data Due 10/1 of the Assessment Year

Date Loaded 3/14/2008

Number of Days Late 166

Compliance Status Pending

PERSPROP

Office - Assessor

2007

Date Data Due 10/1 of the Assessment Year

Date Loaded 1/24/2008

Number of Days Late 116

Compliance Status Pending

RATIOSTUDY

Office - Assessor

2007

Date Data Due 6/1 of the Assessment Year

Date Loaded 1/15/2008

Number of Days Late 228

Compliance Status Approved

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

Note to County Official: If you disagree with these dates, please submit a written explanation with supporting documentation to data@dlgf.in.gov.

Howard County Data Status on Assessment Year 2007 Pay 2008 Data Submissions

SALEDISC

Office - Assessor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	2/26/2008
<i>Number of Days Late</i>	-3
<i>Compliance Status</i>	Pending

TAXDATA

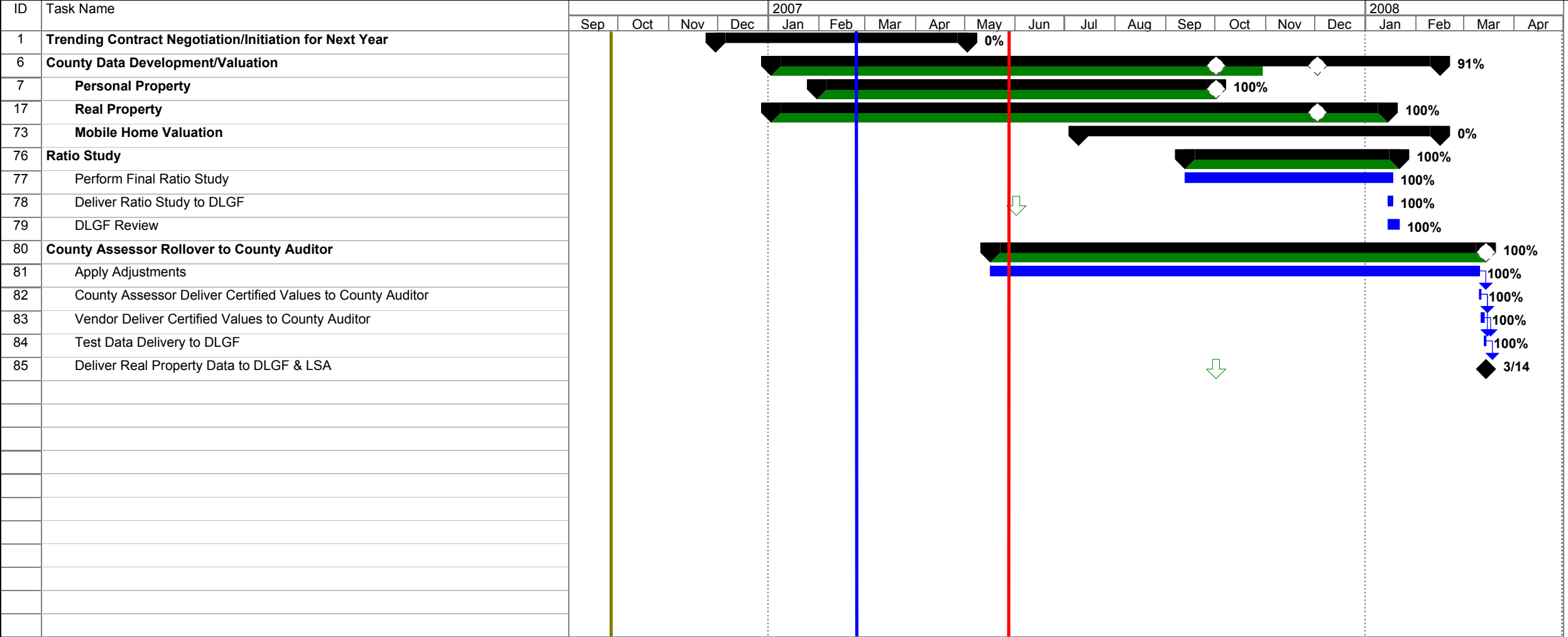
Office - Auditor

2007

<i>Date Data Due</i>	3/1 of the Pay Year
<i>Date Loaded</i>	
<i>Number of Days Late</i>	62
<i>Compliance Status</i>	No data

Note: Number of Days Late refers to the most recent submission with Compliance Status noted.

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Project: Howard County Trending.mpp
Date: Wed 4/30/08

Critical

Critical Revise/Resubmit

Critical Progress

Task

Revise/Resubmit

Task Progress

Baseline

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

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SummarCritical

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Critical Progress

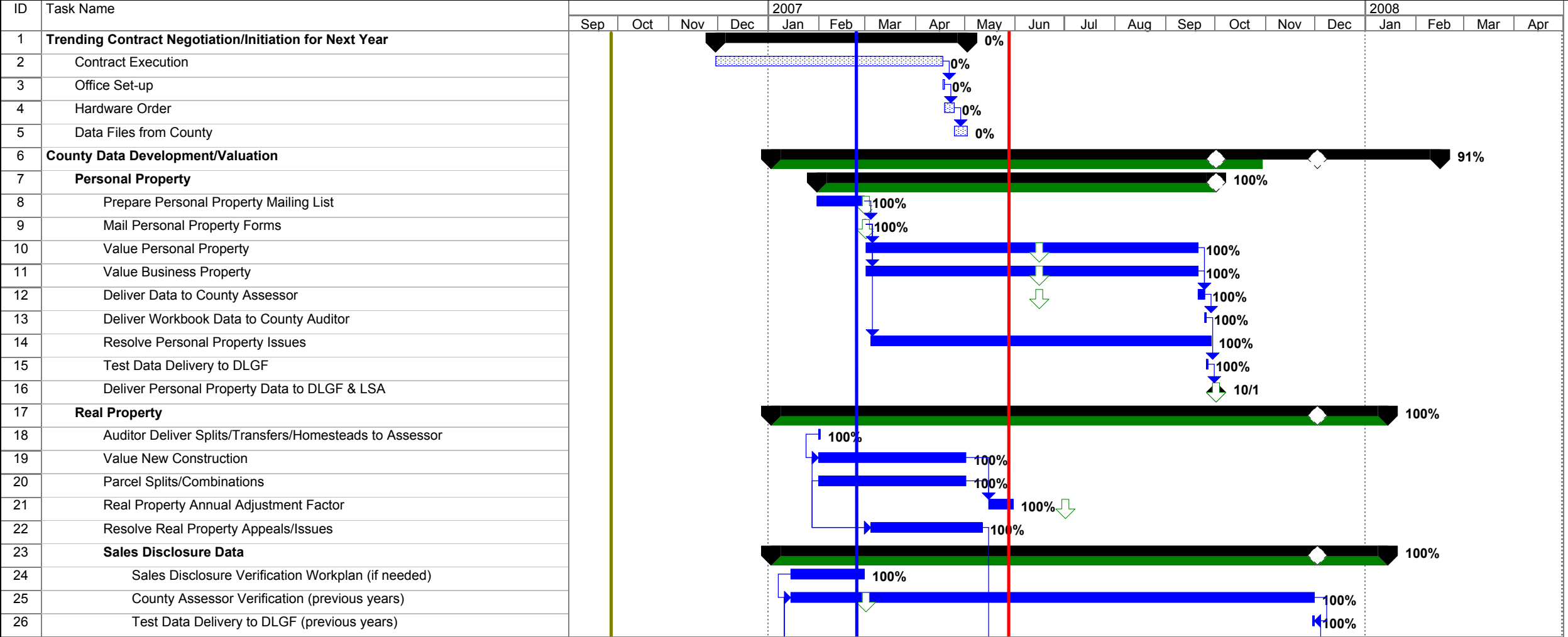
Task

Revise/Resubmit

Task Progress

Note: Revise/Resubmit denotes data exchange between County and/or State

Page 1



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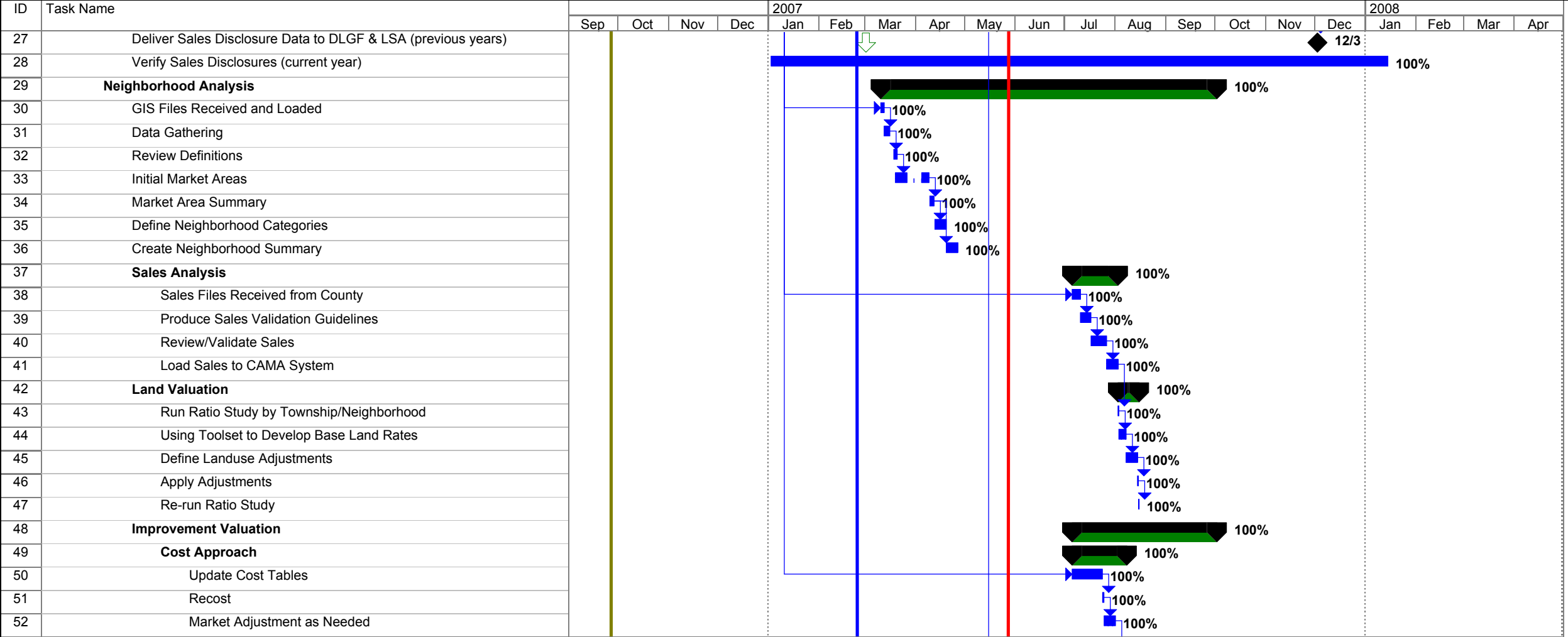
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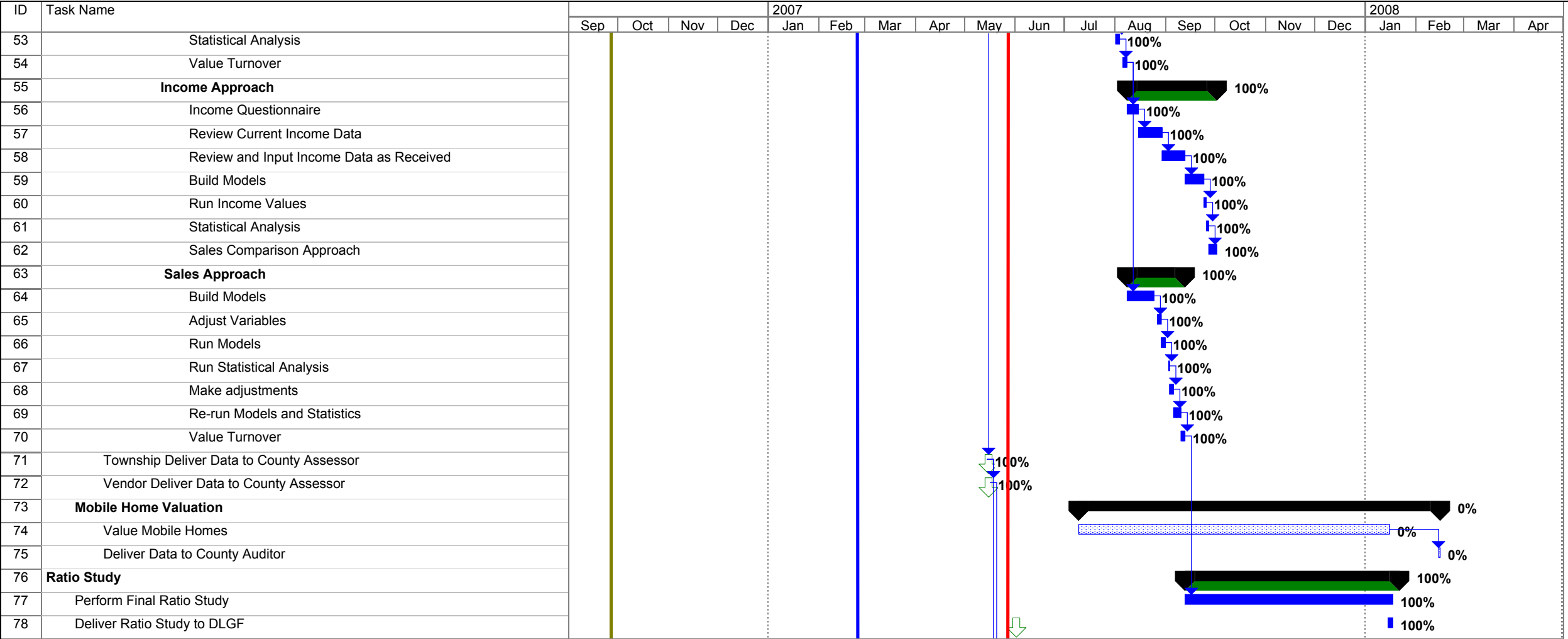
Task

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Task

Revise/Resubmit

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Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

Critical Revise/Resubmit

Critical Progress

Task

Baseline Revise/Resubmit

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Summary Progress

SummarCritical

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SummarCritical

Critical Revise/Resubmit

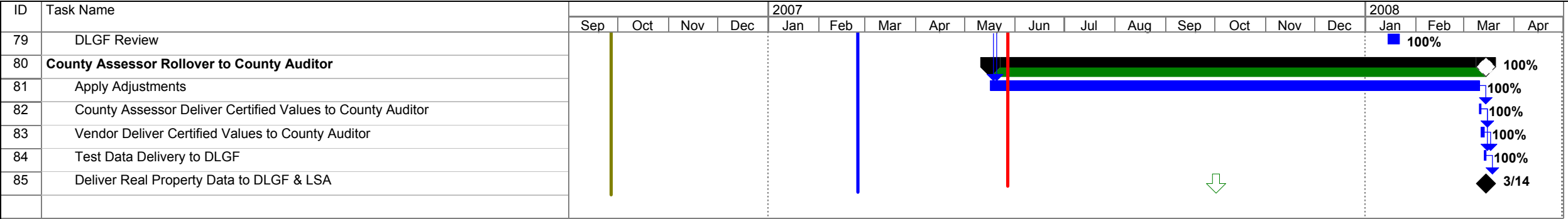
Task

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Task Progress

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Project: Howard County Trending.mpp
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Task

Revise/Resubmit

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Critical Progress

Task

Baseline Revise/Resubmit

Baseline Milestone

Milestone

Summary Progress

SummarCritical

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Critical Progress

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Milestone

Summary Progress

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Critical Revise/Resubmit

Critical Progress

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